



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY GARRISON
2837 BOYD AVENUE
FORT HUACHUCA ARIZONA 85613-7001

ATZS-CDR (600)

6 August 2002

MEMORANDUM FOR US Army Intelligence Center and Fort Huachuca Directors/Staff Office
Chiefs and Partner Commanders

SUBJECT: Support of Sergeants'/Civilian Training Time Policy

1. Reference memorandum, USAG, ATZS-CDR, 5 August 2002, subject: POLICY--Sergeants' Time Training/Civilian Training Time (enclosed).
2. Due to mission requirements and in coordination with partner commanders, Sergeants'/Civilian Training Time is every Thursday morning from 0730-1130. I have asked my staff to dedicate this time to perform Sergeants' and civilian training. This time is designed to provide soldiers and civilians with a dedicated period to conduct quality training. Because I feel this training is so important, I have directed this training take precedence over other garrison operations to include non-emergency customer service and staff activities.
3. To ensure this training is effective, request offices, units and partner commands, not schedule activities such as seminars, job fairs, technology expos, and major events, which would conflict with this training. It is important for the readiness of the total force, both military and civilian. I would greatly appreciate your strong support.

Encl
as

/s/ signed
LAWRENCE J. PORTOUW
COL, MI
Commander, US Army Garrison